

Addendum 1

Two Emergency Operations Center Exercises **(Tabletop and Functional)**

RFP Question and Answers

1. We respectfully request access to the Minneapolis *Incident Coordination Handbook*
 - *Post handbook*

2. Regarding the Incident Coordination Handbook on page 27, will the City provide a copy of the handbook as well as a copy of the emergency operations plan, which will also be used to develop the exercise?
 - *The Minneapolis Emergency Operations Plan is a controlled document that will be given to the Contractor upon award, subject to a confidentiality agreement. Post handbook.*

3. I would like to request a copy of the Minneapolis Incident Coordination Handbook as referenced on page 27 of RFP 2016-111.
 - *Post handbook*

4. The RFP requests "List references from contracts similar in size and scope," but does not indicate how many references the City would wishes to receive. Is there a preferred number?
 - *The Minneapolis Office of Emergency Management would like at least three references, previous exercise clients are preferred.*

5. Regarding references on Page 5, are there a specific number of references sought by the City?
 - *The Minneapolis Office of Emergency Management would like at least three references, previous exercise clients are preferred.*

6. Section IV, page 5, Evaluation of Proposals. The RFP includes a list of evaluation criteria. What is the percentage or weight associated with each criteria or are each criteria weighted equally?
 - *The scoring weight will be developed by the time proposals are due.*

7. Regarding evaluation of proposals on page 5, will the City clarify the number of points or weight associated with each of the evaluation criteria?
 - *The scoring weight will be developed by the time proposals are due.*

8. The RFP indicates that OEM will "Assist contractor with logistics, consultation, and personnel assistance". To what degree does the City plan to contribute staffing to support the exercise conduct? Will you be providing any controllers and/or evaluators for instance?

- *Minneapolis OEM will provide a reasonable number of Evaluators, Controllers, and SimCell Staff as needed.*

9. Is the City able to provide any supporting staff for the SimCell?

- *Minneapolis OEM will provide a reasonable number of Evaluators, Controllers, and SimCell Staff as needed.*

10. While both the TTX and Functional deliverables identify drafting and completion of an AAR/IP, it is not clear that the vendor will provide evaluators – please clarify.

- *Minneapolis OEM will provide a reasonable number of Evaluators, Controllers, and SimCell Staff as needed.*

11. Section III – Proposal Format – is a request for Company Financial Information a reasonable for a relatively low dollar value contract award? If so, what information is expected?

- *No specific definition; company may send notarized letters stating their financial position from a bank or other entity that would demonstrate their financial health. Please provide whatever best applies to your company.*

12. Section III, page 5, number 7 - What specifically do you require for Company Financial Information?

- *No specific definition; company may send notarized letters stating their financial position from a bank or other entity that would demonstrate their financial health. Please provide whatever best applies to your company.*

13. Regarding company financial information and grant-funded services on page 5, we understand the City seeks to make sure vendors are financially stable and capable of supporting the City. We feel, however, the requirement for an audit and management letter is prohibitive of businesses who are capable of supporting the City but are not required by law to undergo financial audits. Therefore:

- Will the City clarify if the audit requirement under grant-funded services is a statutory requirement and provide reference to the statute for our review?
 - *Applicants are only required to submit an audit report if they have been previously audited.*
 - *The requirement applies to money that was payable to the respondent (entity that will submit a proposal in response to the RFP) from "grant funds."*
 - *If the source of funds payable to the respondent was federal funds, the authority is found at 2 CFR 200, sub-part F. (See also subsections 2 CFR 200.6 and 200.93.)*

- Will the City accept un-audited financial statements and letters of bank reference demonstrating our lines of credit as evidence of our financial stability, sufficient to fulfill the requirements of both company financial information and grant-funded services?
 - *The City typically considers the completeness of whatever is submitted as part of its evaluation criteria. If the respondent has done business with the City, but has not received grant funds from the City to pay for services or other deliverables, then the financial information does not need to be as exact to satisfy the respondent's evidence of financial stability.*

14. In the list of Milestone Dates for the Functional Exercise, the *Midterm Planning Meeting/MSEL Meeting* is not listed. Do you have, at this time, a planned date for the MPM?

- *The Mid-Term Planning Meeting should be held in the January-February time-frame and may be done around the same time as the Final Planning Meeting for the Tabletop Exercise for simplification of travel.*

15. Are the planned exercise dates in the RFP firm? Would it be possible to combine some of the meeting dates for both exercises to achieve some efficiencies in costs?

- *While the end dates and the time-frames are fixed, the meeting dates themselves are flexible and may be combined in order to achieve efficiencies.*

16. How long do you anticipate each exercise will run?

- *Exercise play for the Tabletop will be 4 hours long including short breaks. Exercise play for the Functional Exercise is expected to be 6 hours for each iteration. This does not include in-briefing, a lunch break, or hotwash. The total time expected is around 8 hours for each iteration, with three iterations planned.*

17. Is the city seeking to have an AAR/IP meeting between the draft and final AAR/IP deliverables?

- *No for the Tabletop Exercise, yes for the Functional Exercise. The After-Action meeting may be done virtually.*

18. On page 25, FE objectives 6 and 7 include horizontal and vertical communication between several jurisdictional levels. Are all of the jurisdictions mentioned expected to have operational coordination centers and will be active exercise participants, or will some of the locations be notional and will be simulated? How many field/command groups will be participating in the FE? Which locations will be expected to be evaluated?

- *Any and all other operation centers will be notional and simulated. Only the Minneapolis Emergency Operations Center and the Emergency Operations Center/Incident Command Interface will be evaluated. There will only be one exercise location.*

19. The Functional Exercise Scope of Work task description includes an item "Conduct Controller and Evaluator briefing" and another for "Deliver a Controller and Evaluator briefing". Is this

intentional? Or, may we delete the first one and include the second one in our proposed scope of work.

- *This was a typo; please utilize "Deliver a Controller and Evaluator Briefing."*

20. On page 4, Invitation section, second paragraph it states that the FE will have 50 participants. On page 25, Objectives for the FE, third objective, it states that the EOC will be staffed by three teams of 20, which equals 60. What is the total number of players we should plan for?

- *Page 25:*

"Evaluates the capability of the City's MACS system (including Policy Group) to activate at Level 2 (MACS Advance Team) and transition to Activation Level 1 (EOC). Level 1 Operations will be staffed by three teams of equal capability consisting of approximately 60 city departmental representatives and command and general staff per team, as established in the Incident Coordination Handbook. Each team will have the opportunity to conduct a complete planning cycle from establishment of coordination objectives to briefing the oncoming shift as well as implementation of the plan created by the previous team. Plan implementation will include resource ordering and tracking, creation of a situation report, and associated tasks."

- *We are expecting 50-60 partners to staff the Emergency Operations Center for each iteration of the Functional Exercise (3 iterations).*

21. If a Contractor uses an Independent Contractor (1099) to support the Contractor, is the Independent Contractor considered to be a Subcontractor for the Insurance requirement purposes in accordance with the RFP Terms and Conditions.

- *A subcontractor must provide an ACORD form of their coverages or the prime contractor must put in writing that they will cover all of the subcontractor insurance needs.*

22. Regarding evaluation of proposals on page 5, will the City clarify inclusion of small and underutilized business participation as an evaluation criteria when this solicitation does not have a participation requirement? How many points will be allocated to this factor? Conversely, will the City remove the factor as the participation requirement is not applied to the solicitation?

- *Though there are no particular Minority-Owned Business Enterprises (MBEs) or Women-Owned Business Enterprises (WBEs) goals (See below), if a firm does arrange a proposal that utilizes a sub-contractor that has the appropriate MBE designation, it may weigh heavily in the applicant's favor. We will not remove it from the template.*

- *The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against MBEs and WBEs. The Small and Underutilized Businesses Program (SUBP) requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50, apply to any professional or technical service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities, and availability of qualified MBEs/WBEs.*

There are no specific SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Administrator to obtain authorization as stated under "Subcontracting" in the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnucp.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

23. Attachment B, Grant Funding Terms & Conditions, Special Conditions for Federal and State Grant Funded Contracts, has a signature block on the last page. Does this need to be included in the proposal or would it be included in a resulting contract? (The RFP did not mention it as part of the submission requirements.)

- *This does not need to be signed as a part of a proposal, but rather as a part of the contract process. It is attached to the RFP for informational reasons.*

24. What type of a contract will be awarded (i.e., firm fixed price, T&M, etc.)?

- *We accept both, but prefer a Time and Materials Contract (T&M), this will be negotiated at the time of contract award.*

25. Does the City have a budget identified for each/both exercises?

- *It is not the City's policy to release these budget details.*

26. Appendix A, number 3, continued on page 9. In the first paragraph it states that the insurance shall be in force on the date of the contract execution. On page 9, it states that the evidence is to be provided on a current ACORD form. Is the ACORD form to be submitted with the proposal or at the time of award/pre-contract execution?

- *Applicant can send a present day ACORD form demonstrating their current insurance coverages. If the coverages do not meet the limits required, a simple statement that they will raise their limits or coverages to meet the City's minimum insurance request can be submitted with the RFP response.*
- *At the time of contract negotiation and signing, a current ACORD form must be submitted covering all of the areas specified, or the contract will be rejected.*

27. Section III – Proposal Format - Are proposals to be submitted as one proposal volume?

- *Proposal may be submitted either way as long as the financial bids are clearly separate.*

28. Section III – Proposal Format – paragraph 6, Please clarify or define “direct costs”?

- *Direct Costs are costs that you will be charging such as time, travel, and printing - as opposed to indirect costs like management and overhead. With grant funded contracts there will be no overhead markups allowed on pass-through costs.*